

POSITION AVAILABLE

TOWN ADMINISTRATOR

40 HOURS/WEEK

Westminster (7,884 pop.), is seeking a dynamic and proactive municipal management professional to serve as its next Town Administrator. This small, rural community is located in the rolling hills of north/central Massachusetts, approximately 24 miles from Worcester. Westminster is led by a three-member Board of Selectmen, has an Open Town Meeting form of government, and a FY22 budget of approximately \$30 million. Candidates should have a bachelor's degree and/or master's degree in public administration, business or a related field, three to five years of experience in municipal administration, as Town Administrator preferred, or a related field; or an equivalent combination of education and experience. Preferred experience as a municipal manager or assistant municipal manager, or education and experience that is equivalent showing progressive leadership. Should possess demonstrated skills, abilities, and knowledge in municipal finance and budgeting, personnel management, municipal procurement, strategic planning, economic development, and grant writing and administration. The successful candidate will receive an attractive compensation package including health and retirement plans and an annual salary of \$100K+/-, commensurate with qualifications and experience. Westminster is an EOE.

For additional information related to the position, the town and the application process, visit westminster-ma.gov

Submit resume and cover letter, in confidence, with the subject line: Westminster Town Administrator Search, via email in a single PDF, by 5 p.m. on April 25, 2021 to: sfichtel@westminster-ma.gov